



Council for Technical Education & Vocational Training
Sudurpaschim Province Office,
Dhangadhi, Kailali

REQUEST FOR PROPOSALS (RFP)

for

Conducting Market Oriented Short Term Skill Training Courses

On

Different occupations under Agriculture, Tourism & Hospitality,
Engineering and other Sector

Issued by

Council for Technical Education and Vocational Training (CTEVT)

SudurPaschim Province Office,

Dhangadhi, kailali

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Section 1. Letter of Invitation

Date:

Dhangadhi, Kailali

Dear TP 's

1. Council for Technical Education & Vocational Training (CTEVT), Sudurpaschim Province Office (SPPO) is conducting short term market oriented vocational training based on TNA findings. Training will be conducted close co-ordination with Local Government (Palika's), Chamber of Commerce and industries and other stakeholders of TVET sector (both GoN & Private). The aim of these trainings is to increase participation of interested job seeker youth, poor, out of school, women & disadvantaged group so that they will have access in production and services through self or domestic wage employment in their respective areas. As per the program, approved budget and guidelines, short term trainings in different occupations under Engineering, Agriculture, Tourism and other market oriented service areas will be conducted under this Contract.
2. CTEVT SPPO now invites technical and financial proposals to provide the following consulting services: Conducting Short Term Training Courses as per CTEVT curricula on different Trades enlisted below. More details on the services are in the attached Terms of Reference.
3. The Request for Proposal (RFP) has been addressed to the following shortlisted consultants/TPs only:

S.N.	Name of short listed Training provider	Address
1	Action for Skill Development Consultancy PVT. Ltd.	Birgunj, Parsa
2	Alpine Technical College, Pvt. Ltd.	Dhangadhi, Kailali
3	Associates Nepal Synergy Pvt. Ltd.	Dhumbarahi, Kathmandu
4	B Polytechnic Institute Pvt. Ltd.	Dhangadhi, Kailali
5	Badimalika Multipurpose Consultancy Pvt. Ltd.	New Baneshwor, Kathmandu
6	BCTC Pvt. Limited	Mahendranagar, Kanchanpur
7	Byabsaya Uddyamsilata Paramarsa tatha Talim Kendra Pvt. Ltd.	Dhangadhi, Kailali
8	Creative Skills Pvt. Ltd.	Birgunj, Parsa
9	Deuorali Janata Prabidhik Sikshalaya	Butwal, Rupandehi
10	Dhangadhi College of Information Technology, Pvt. Ltd.	Dhangadhi, Kailali
11	Gandaki Multiple Institute, Pvt. Ltd.	Kathmandu
12	Gandaki Training Center Pvt. Ltd.	Gharipatan, Pokhara
13	Gulf International Technical Institute Pvt. Ltd.	Basundhara, Kathmandu
14	International Institute of Technology	Mahendranagar, Kanchanpur
15	Modern Electronics Institute, Pvt. Ltd.	Shivachowk, Janakpurdham
16	National Manasbikas Training Institute Pvt. Ltd.	Nepalgunj, Banke
17	Quality Multipurpose Pvt. Ltd.	Baneshwor, Kathmandu
18	Nepal Chautari Technical Institute	Thapachowk, Janakpur
19	Pokhara Valley Technical Training Institute Pvt. Ltd.	Kaski, Pokhara
20	Public Technical College Pvt. Ltd.	Butwal, Rupandehi
21	RB Technical Institute Pvt. Ltd.	Mahendranagar, Kanchanpur

22	RIMC Pvt. Ltd.	Koteshwor, Kathmandu
23	Seti Training and Research Center Pvt. Ltd.	Dipayal, Doti
24	Skills Home Pvt. Ltd.	Maharajgunj, Kathmandu
25	Sudurpaschimnchal Polytechnic Institute, Pvt. Ltd.	Dhangadhi, Kailali
26	Uddham Bikas tatha Rojgar Srijana Kendra, Pvt. Ltd.	Hariban, Sarlahi
27	Kantipur Bahuprabidhik Sikshalaya, Pvt. Ltd.	Bharatpur, Chitwan
28	Kantipur Paschimanchal Technical College	Kaski, Pokhara
29	Narayani Polytechnic Institute	Bharatpur, Chitwan
30	United Enterprises and Training Center, Pvt. Ltd.	Balaju, Kathmandu
31	Donbosco Institute of Skill Development Pvt. Ltd.	Budhanilkantha, Kathmandu

4. TP's are requested to submit their proposal in any two related occupations Maximum Five events As per the Guidelines (छोटो अवधिका तालिम संचालन कार्यविधि २०७७) proposing two districts (Hill and Tarai) of Sudurpaschim Province. TP's must mention the reasons (with evidences) of selecting the particular district/venue for the training.
(For Guidelines and other information, please visit www.ctevtsppo.org.np)

5. Consultants will be selected under Quality and Cost Based Selection (QCBS) Method and procedures described in this RFP.

6. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to *Training Providers*

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Forms of Contract.

7. Please inform us **within 7days of receiving the RFP document**, that:

- (a) you received the letter of invitation; and
- (b) Whether you will submit a proposal or not.

Yours sincerely,

.....
Dr. Kushmakar Bhatta, Director
CTEVT SPPO, Dhangadhi, Kailali

Section 2. Information to Consultants/TPs

1. Introduction

- 1.1 The Client named in the Data Sheet will select a *Training Provider* among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The *Training Providers* are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The *Training Providers* must familiarize themselves with local conditions and consider them in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, *Training Providers* are encouraged to visit (Join) the Client before submitting proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, assist the *Training Providers* in obtaining curriculums needed to carry out the services, and make available relevant project data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.6 GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. *Training Providers* will not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
 - 1.7.1 Without limitation on the generality of this rule, *Training Providers* shall not be hired under the circumstances set forth below:

Training Providers, engaged by the Client to provide goods or works for the project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, *Training Providers* hired to provide training services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the *Training Provider's* earlier training services) for the same project.

Training Providers or any of their affiliates shall not be hired for any assignment which meet to its nature, may be in conflict with another assignment of the *Training Providers*.
 - 1.7.2 Any previous or on-going participation in relation to the assignment by the *Training Provider*, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. *Training Providers* should clarify their situation in that respect with the Client before preparing the

proposal.

1.8 It is the GoN's policy to require its implementing agencies, as well as *Training Providers* under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

a. defines, for the purposes of this provision, the terms set forth below as follows:

i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and

ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among *Training Providers* (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.

will reject a proposal for award if it determines that the *Training Provider* recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;

will cancel the *Training Provider's* contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the *Training Provider* or the Client during the selection process or the execution of that contract;

will debar a *Training Provider* for a stated period of time, to be awarded a contract if it at any time determines that the *Training Providers* has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and

will have the right to require that, a provision be included requiring *Training Providers* to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

1.9 *Training Providers* shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).

1.10 *Training Providers* shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

- 2. Clarification and Amendment of RFP Documents**
- 2.1 *Training Providers* may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited *Training Providers* and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of Proposal**
- 3.1 *Training Providers* are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.
- Technical Proposal**
- 3.2 In preparing the Technical Proposal (TP), *Training Providers* are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, *Training Providers* must give particular attention to the following:
- If a *Training Provider* considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other *Training Providers* or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other *Training Providers* invited for this assignment only with approval of the Client as indicated in the Data Sheet. *Training Providers* are restricted for JV process but in urgency they must obtain the approval of the Client to enter into a joint venture with *Training Providers* not invited for this assignment.
- For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the *Training Provider*. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- It is desirable that the majority of the key professional staff proposed be permanent employees of the *Training Provider* or have an extended and stable working relationship with it.
- Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
- Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- Reports to be issued by the *Training Providers* as part of this assignment must be in the language(s) as specified in the Data Sheet.

- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

A brief description of the *Training Provider's* organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and *Training Provider's* involvement.

Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).

A description of the methodology and work plan for performing the assignment (Section 3D).

The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).

CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the *Training Provider/entity* and degree of responsibility held in various assignments during the last five (5) years.

Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).

A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.

Any additional information requested in the Data Sheet.

- 3.5 The Technical Proposal shall not include any financial information.

**Financial
Proposal**

- 3.6 In preparing the Financial Proposal (FP), *Training Providers* are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.
- 3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the *Training Provider* under the Contract or for any other cause.
- 3.8 *Training Providers* shall express the price of their services in Nepalese Rupees.
- 3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the *Training Provider* is expected

to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the *Training Providers* who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the *Training Provider* itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- 4.2 An authorized representative of the *Training Providers* shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client's Procurement Unit until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any *Training Provider* wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the *Training Provider* to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

Evaluation of

- 5.3 The evaluation committee, appointed by the Client as a whole, and

Technical Proposals (QCBS,QBS,FBS, LCBS))	<p>each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular <u>proposal</u>. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>5.4 In the case of Quality-Based Selection, the highest ranked consultants are invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.</p>
Public Opening and Evaluation of Financial Proposals (CBS Only)	<p>5.5. The Financial Proposals shall be opened publicly in the presence of the <i>Training Providers</i> representatives who choose to attend. The name of the <i>Training Provider</i> and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.</p>
Public Opening and Evaluation of Financial Proposals (QCBS , FBS,LCBS)	<p>5.6 After the evaluation of quality is completed, the Client shall notify those <i>Training Providers</i> whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the <i>Training Providers</i> that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 10 days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.</p> <p>5.7 The Financial Proposals shall be opened publicly in the presence of the <i>Training Providers</i> representatives who choose to attend. The name of the <i>Training Provider</i>, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.</p> <p>5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have cost all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.</p> <p>5.9 In case of Fixed Budget Selection (FBS), the <i>Training Provider's</i> Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.</p> <p>5.10 In case of Least Cost Based Selection (LCBS), the <i>Training Provider's</i> proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.</p> <p>5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using</p>

the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the *Training Provider* to improve the Terms of Reference. The Client and *Training Provider* will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the *Training Provider* can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the *Training Provider* should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the *Training Provider* on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered, then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its intention to accept the proposal to the selected *Training Provider* and other short-listed *Training Providers* within 7 days of selection of the winning proposal.
- 7.2 Any *Training Provider*, who has submitted a proposal and is not

satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the *Training Provider* may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.

- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the *Training Provider*, selected as per Sub-Clause 7.1 shall be accepted and the successful *Training Provider* shall be notified to come for signing the Agreement within 10 days.
- 7.4 If the *Training Provider* fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the *Training Provider* whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application
- 7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days, then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those *Training Providers* who did not pass the technical evaluation.
- 7.8 The *Training Provider* is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the *Training Providers* who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected *Training Provider* pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

- 9.1 The *Training Provider* shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The *Training Provider* shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:
 - a. give or propose improper inducement directly or indirectly,
 - b. distortion or misrepresentation of facts
 - c. engaging or being involved in corrupt or fraudulent practice
 - d. interference in participation of other prospective bidders.
 - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
 - f. collusive practice among *Training Providers* before or after

submission of proposals for distribution of works among *Training Providers* or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.

- g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Training Provider

10.1 Without prejudice to any other rights of the Employer under this Contract, the Public Procurement Monitoring Office may blacklist a Training Provider for his conduct up to three years on the following grounds and seriousness of the act committed by the *Training Provider*:

- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
- b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
- c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
- d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
- e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
- f) other acts mentioned in the Data Sheet or SCC

10.2 A Training Provider declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

Information to Training Provider

DATA SHEET

Clause Reference

1.1

The name of the Client is:
Council for Technical Education and Vocational Training (CTEVT)
Sudur Paschim Province Office (SPPO)
Dhangadhi, Kailali
Phone: 091-412188

The method of selection is: *Quality and Cost Based Selection (QCBS)* Method in accordance with the procedures set out in the Public Procurement Act 2063 and Public Procurement Regulation, 2064 and its amendments.

1.2

The name, objectives, and description of the assignment are:

Name: Training service for conducting Short Term training courses (Level-1) as per CTEVT curriculum.

Objectives: The main objective of the assignment is to deliver quality skill training for the targeted beneficiaries following the CTEVT curricula, managing their skill testing level-1 and assisting them for employment in trained occupations.

Description: CTEVT SPPO aims to procure experienced, eligible and competent private Training Provider to conduct Short Term training courses (Level-1,) of duration as per CTEVT Curricula including soft skills training to the Nepalese youth inclusive of women and other disadvantaged group in following occupations and number of trainees. District wise distribution of training occupation and number is as below:

District	Trade	Occupations	Number of Events	Remarks
Doti	Tourism	General Cook (ComIII)-1, Chinese Cook-1	2	2
Achham	Engineering	Mobile Phone Repairer-1	1	2
	Tourism	Baker-1 (Safe)	1	
Bajura	Engineering	Mason-1,	1	2
	Agriculture	Herbal farm Worker-1	1	
Bajhang	Engineering	Mobile Phone Repairer-1	1	1
Kailali	Engineering	Plumber-1, Gypsum Installer-1, Tile-Marvel Fixer-2, Bituminous Surface Road Worker-2, Electrical Appliances Repairer-1, Aluminium Fabricator-1 Scffolder-1	9	14
	Agriculture	Riverbed farm Technician-1	1	
	Tourism	Chinese Cook-1, House keeping-1, Home Stay Operator-1 Waiter-1	4	
Kanchanpur	Engineering	Bituminous Surface Road Worker-1,Gypsum Installer-1, Tile-	7	12

			Marvel Fixer-1, Scaffolder-1, Electrical Appliances Repairer-1, Junior Auto Mechanics-1, Aluminium Fabricator-1		
		Agriculture	Gardener/Flower Decorator-1, River Bed Farm Technician-1	2	
		Tourism	Chinese Cook-1, House Keeping-1, Waiter-1	3	
	Dadeldhura	Engineering	Plumber-1, Aluminium Fabricator-1, General carpenter-1 (Jogbudha)	3	3
	Baitadi	Engineering	Aluminium Fabricator-1, Construction Worker-1	2	2
	Darchula	Construction	General Carpenter-1, Construction Worker-1, Motorcycle Service mechanic-1 (Gokuleswor)	3	4
		Tourism	General Cook-1 (Gokuleswor)	1	
	Kailali	Other	Ast. Barber-1, Bamboo Artisan-1, Cashier cum Business Planner-1	3	3
<p>Training providers having adequate facilities to provide training in the related occupation are requested to submit their proposals. There must be agreement/Permission letter between the TP and each Proposed local Bodies with their shared roles and responsibilities to perform the assignment otherwise TP's should conduct training on specified occupation at allocated venue by CTEVT SPPO. In the process of evaluation of proposals, CTEVT SPPO team will verify the physical facilities.</p> <p><u>Joint venture between training providers and sub-contracting of the assignment will be NOT be accepted.</u></p>					
1.3	<p>A pre-proposal conference will be held on 2077/10/26 at 01:00pm in Virtual Mode, Zoom</p> <p>The name(s), address(es), and telephone numbers of the Client's official(s) are:</p> <p>Name: CTEVT SPPO</p> <p>Address: Dhangadhi, Kailali</p> <p>Telephone No: 091-412188</p>				
1.4	The Client will provide the following inputs: Training curriculum, Training Implementation Guidelines, and other relevant documents				
1.5	The clauses on fraud and corruption in the Contract are: As per the standard form of contract				
1.6	<p>Clarifications may be requested 5 days before the proposal submission date</p> <p>The address for requesting clarifications is:</p> <p>Name: CTEVT SPPO</p> <p>Address: Dhangadhi, Kailali</p> <p>Telephone No: 091-412188,</p>				

1.7	Proposals should be submitted in the following language(s): English
1.8	<p>(i) Short listed Training Provider/entity may associate with other short listed consultants: No</p> <p>a. The estimated number of professional staff-months required for the assignment is:</p> <p style="padding-left: 40px;">1 Training Coordinator for up to 100 Trainees (about 3 months) 2 Instructors for 20 trainees (3 months)</p> <p>(iv) The minimum required experience of proposed professional staff is: As per ToR</p> <p>(vi) Reports that are part of the assignment must be written in the following language(s): English</p>
1.9	<p>(vii) Training is a specific component of this assignment: Details is as per the ToR</p> <p>(viii) Additional information in the Technical Proposal includes: As per the ToR</p>
2.1	Proposals must remain valid 90 days after the submission date.
2.2	Consultants must submit an original and one additional copies of each proposal:
2.3	<p>The proposal submission address:</p> <p>Name: CTEVT SPPO Address: Dhangadhi, Kailali Telephone No: 091-412188</p> <p>Information on the outer envelope should also include: The original and a copy of the technical Proposals shall be placed in a sealed (<i>Lahachhap</i>) envelope clearly marked “Technical Proposal for CTEVT SPPO-Training on [Insert Name of occupation] in [Insert Location/s]” and the original and a copy of financial proposal in another sealed (<i>Lahachhap</i>) envelope clearly marked “Financial Proposal for CTEVT SPPO-Training on [Insert Name of occupation] in [Insert Location/s]”.</p> <p>Both envelopes shall be placed into an outer envelope and sealed (<i>Lahachhap</i>). This outer envelope shall clearly mark “Proposals for SPPO Short Term Training on [Insert Name of occupation] in [Insert Location/s]”.</p>
4.5	<p>Proposals must be submitted no later than: [16 hours of 5th day of Falgun, 2077 2077/11/05]</p> <p>The technical proposals will be opened on <u>2077/11/06 onwards at CTEVT SPPO.</u></p>
5.1	<p>The address to send information to the Client is:</p> <p>Name: CTEVT SPPO Address: Dhangadhi, Kailali, Telephone No: 091-412188</p>

5.3	<p>The number of points to be given under each of the evaluation criteria are:</p> <table border="0"> <thead> <tr> <th></th><th style="text-align: right;"><u>Points</u></th></tr> </thead> <tbody> <tr> <td>(i) Assignment specific and geographical experience</td><td style="text-align: right;">[15]</td></tr> <tr> <td>(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</td><td style="text-align: right;">[20 - 40]</td></tr> <tr> <td>(iii) Qualifications and competence of the key staff for the Assignment</td><td style="text-align: right;">[30 - 60]</td></tr> <tr> <td>(iv) Communication, Coordination and Employment Mechanism</td><td style="text-align: right;">[up to 10]</td></tr> <tr> <td style="text-align: right;">Total Points:</td><td style="text-align: right;">100</td></tr> </tbody> </table> <p>The number of points to be given under each evaluation sub criteria for qualifications of staff are:</p> <table border="0"> <thead> <tr> <th></th><th style="text-align: right;"><u>Points</u></th></tr> </thead> <tbody> <tr> <td>(i) General qualifications</td><td style="text-align: right;">[20 - 30]</td></tr> <tr> <td>(ii) Specific Experience related to training</td><td style="text-align: right;">[50 - 60]</td></tr> <tr> <td>(iii) Relevant Training received</td><td style="text-align: right;">[10 - 20]</td></tr> <tr> <td style="text-align: right;">Total Points:</td><td style="text-align: right;">100</td></tr> </tbody> </table> <p>The minimum technical score required to pass: 60</p>		<u>Points</u>	(i) Assignment specific and geographical experience	[15]	(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	[20 - 40]	(iii) Qualifications and competence of the key staff for the Assignment	[30 - 60]	(iv) Communication, Coordination and Employment Mechanism	[up to 10]	Total Points:	100		<u>Points</u>	(i) General qualifications	[20 - 30]	(ii) Specific Experience related to training	[50 - 60]	(iii) Relevant Training received	[10 - 20]	Total Points:	100
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Total Points:	100																						
5.8	<p><u>The fixed Budget Ceiling for the assignment is: NA</u></p>																						
5.10	<p>The formula for determining the financial scores is the following: <i>[Either $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration, or another proportional linear formula]</i> The weights given to the technical and Financial Proposals are: T (Technical Proposal) = 0.8, and P (Financial Proposal) = 0.2</p>																						
6.1	<p>The address for negotiations is: Name: CTEVT SPPO Address: Dhangadhi, Kailali, Telephone No: 091-412188</p>																						
7.6	<p>The assignment is expected to commence from Falgun 2077 at specified locations mentioned in the TOR.</p>																						

Section 3. Technical Proposal - Standard Forms

3A. Technical Proposal Submission Letter.

3B. Consultant's References.

3C: Assignment Specific (geographical and occupational) Experience of the Consultants.

3D. Description of the methodologies to perform the assignment,

3E. Team composition and task assignments.

3F. Format of curriculum vitae (CV) for proposed professional staff.

3G. Time schedule for professional personnel.

3H. Activity (work) schedule.

3A Technical Proposal Submission Letter

Date:

The Director
CTEVT, Sudurpaschim Province
Dhangadhi, Kailali

Subject: Submission of the Technical Proposal

Dear Sir:

We, the undersigned, offer to provide the **Consulting Service** for conducting short term training courses of L-1 As per CTEVT's Curriculum) onin accordance with your Request for Proposal dated -----/----/2077 and our Proposal. We are hereby submitting our technical proposal sealed (*Lahachhap*) under a separate envelope.

If negotiations are held during the period of validity of the proposal, i.e., before -----/-----/2077 we undertake to negotiate based on the proposal. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We here by confirm that our proposal is in accordance with the standard forms provided in the Request for Proposal (RFP).

We understand you are not bound to accept any proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of Training Provider:

Address:

Stamp of the Training Provider:

3B Training Provider's References

3B.1 General Introduction of the Institution, including Management and governance (Maximum 500 words)

3B.2 Understanding of the Objectives, Expected output/outcomes of the Assignment

3B.3 Proposed location and occupation for conducting the training program with reasons of selecting location.

Proposed Occupation	Number Proposed	Location	Describe briefly Why and how the location and occupation selected?

3C: Specific Experience of the Consultants related to the Assignment

3C.1 Training in Related Occupation and Geographical Experience (at least 390 hours) imparted in last Five fiscal years (2073/074 to 2077/078)

S.N.	Occupations	No. Trained	No. Skill test Passed	No. Employed	Funding Organization	Fiscal Year and Training Location?
1						(Doti 073/074)
2						
3						
4						
5						

(Please attach notarized copies of experiences only provided by the funding agency and NSTB. Do not attach the copy of agreement)

3C2. For Institutions conducting/running Academic Courses in Related Trade

S.N.	Academic Year	Program/ Academic course	No. of groups	No. of students	No. of Graduates	Remark
1						
2						
3						

3D Available Infrastructure and Physical facilities in proposed location (Subject to Verify)

Availability of Infrastructure in the proposed location: Office Building, Classrooms, Practical Workshop/labs, Library, Hostels, Toilets for male and female, furniture, Water facility, Internet, electricity etc.

3D.1. Office Space and Training Facilities

Proposed Training Location (Detail):

S.N.	Particular	Description	Unit (Number)	Size	Remark
1					
2					
3					
4					
5					

3D.2. List of tools, equipment and training materials available with Training Provider. (Subject to verify)

[Please mention the list of available teaching learning materials for those occupations in which you are intended to apply. You can add more rows where necessary.]

Proposed Occupation:.....

SN	Description	Quantity (No. Pieces, etc.)	SN	Description	Quantity (No. Pieces, etc.)
1			6		
2			7		
3			8		
4			9		
5			10		

3E. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT.

3E.1.Preparation methodology

- *Outreach strategy and coordination with local government and employers*
- *Target Participants Selection strategy*
- *Management of the training venues in proposed location*
- *Emergency Preparedness including Workplace Health and Safety and Measures for Covid-19*

3E.2.Implementation methodology

- *Training implementation method*
- *Work Plan and Personnel schedule*
- *Monitoring and Performance Evaluation including Communication and Reporting Mechanism*
- *Skill Testing arrangement and Job Placement Strategy*

3E.3. Other Innovative Ideas Related to the Assignment

3F. TEAM COMPOSITION AND TASK ASSIGNMENTS

Provide information on staff proposed for the training under this assignment.

S. N.	Proposed Position	Name	Qualification	ToT / IS	Years of Experience
1	Training co-ordinator				

2	Trainer				

(CVs of the staffs shall be recently signed by the proposed professional staff and the authorized representative of the Training provider/s to be considered for evaluation.) Please submit the notarized copies only. If same experts CV is submitted by more than one training provider such CV will not be evaluated in any TPs favour.

- 1. Highest academic certificate*
- 2. TOT/ instructional skills/managerial skills certificates and*
- 3. Evidence of relevant Experiences and similar tasks performed; based on the submitted CV.*

3 H. FORMATS OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Training Provider/Institute: _____

Name of Staff: _____

Phone /Mobile No. of Staff _____

Date of Birth: _____

Education:

[Summarize the degrees obtained, college and university and Year of education Completion of a staff member.]

Qualification	Institute/School/College	Year of Completion

Employment Record:

[Starting with present relevant position, list in chronological order every employment held. List all dates and positions held, names of employing organizations and major tasks performed,]

Position and Duration	Employer	Major tasks Performed (Experience)
Example (Instructor from 2071 to till date)	XYZ	Example (Provide Student services)

Training:

[Summarize relevant training (TOT or Management and Supervision) successfully completed by staff member, giving names of training institution and duration.]

Training	Institute	Duration and Date

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date: _____

[Signature of staff member and authorized representative of the consultant]Day/Month/Year]

Full name of staff member: _____

Full name of authorized representative: _____

Stamp of the Training provider: _____

3I. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Months (in the Form of a Bar Chart)					No. of MONTHS
Name	Position	Responsibility	1	2	3	4	5	
								SUB TOTAL

Full-time: _____

Part-time: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

Cell no : _____

3J. ACTIVITY (WORK) PLAN

Activity	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>					Remarks
	1st	2 nd	3rd	4th	5th	
Activity (Work)						

Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Detailed Breakdown of Cost
- 4D. Instructions for Cost Calculations

4A. FINANCIAL PROPOSAL SUBMISSION LETTER

Date:

The Director
CTEVT, Sudurpaschim Province Office
Dhangadhi, Kailali,

Subject: Submission of the Financial Proposal

Dear Sir/Madam;

We, the undersigned, offer to provide the **Consulting Service** for conducting short term training courses of L-1. (As per CTEVT Curriculum). on in accordance with your request for proposal dated -----/-----/2077 and our proposal. Our attached Financial Proposal is for the sum of NRs. (Amount in words-----).
-----).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., -----/-----/ 2077.

We understand you are not bound to accept any proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of the Training provider:

Address:

Stamp of the Training provider:

4B. SUMMARY OF COSTS

Costs	Amount(s)	Amount in Figure
Total Direct Cost		
Total Cost without VAT		
Value Added Tax (VAT)		
Total Amount of Financial Proposal		

4C.Detailed BREAKDOWN OF COST

Financial Proposal for Training Courses

Name of TP:

Address:

Occupation:

Training Duration: as per CTEVT curricula.

Important Note:

- Proposed number of participants =
- Ceiling (Upper limit) of direct cost for training/Event = 3,78,500/ for 390hrs and 2,38,500 for < than 390 hrs.
- Skill Test Fee = Rs. 1000/participant
- Tiffin @ Rs 65,000/event for 390hrs. Training and 27,000/Event for < than 390 hrs. (Rs.50/day)
- Other Expenditure as per “छोटो अवधिको तालिम संचालन कार्यविधि-२०७७ ”

SN	Cost Items	Cost (Rs) (Excluding VAT)	In Words
A	Direct Cost		
A.1	Direct cost for training		
A.1	Announcement and participant selection		
A.2	Training Coordinator's Remuneration		
A.3	Trainers Remuneration		
A.4	Tools and equipment cost		
A.5	Training materials cost		
A.6	Group Accidental Insurance cost (Covid-19)		
A.7	Logistic and administrative cost		
A.8	Sub Total of direct cost for training (A.1 to A.7)		
A.9	VAT @13% of A.8		
A.10	Total of direct cost for training		
A.11	Cost per participants (A.10÷ no of trainees proposed)		
B	Reimbursable cost		
B.1	Tiffin and travel expense @ Rs. 50/participant/month (65 days) or 27 days		
B.2	Skill Test Fee @ Rs. 1000/participant		
B.3	Sub Total of reimbursable cost for training (B.1 to B.2)		
	Grand Total (A.10+B.3)		

Office Stamp

Authorized Signature

Date:

4D Instructions for Cost Calculations

A. Direct cost

A.1. Announcement and participant's selection: This includes the cost of outreach and social marketing activities to be conducted by the TPs utilizing print, electronic and other Medias in the proposed locations in order to select the target participants. This also includes the cost incurred during the participants' selection process.

A.2: Training Co-ordinator: The training co-ordinator will be a full time employee of the training provider. The salary and other benefits should be calculated into months as per the work plan and personnel schedule.

A.3. Trainers: The trainers will be full time employees of the training provider .The salary and other benefits should be calculated into months as per the work plan and personnel schedule.

A.4. Tools and equipment cost: This cost includes the rental and depreciation of the tools and equipment used during the training programs.

A.5. Training materials cost: This includes the cost of daily consumable materials to be used for the practical as well as theory classes throughout the training.

A.6. Group Accidental Insurance cost: This includes the amount of premium for Group Accidental Insurance (including insurance for the Covid-19 as per the health protocol) of all the trainees for the period of three months.

A.7. Logistic and administrative cost: This may include all rent and utilities cost such as water, electricity, and communication etc. related to the trainings delivery.

B. Reimbursable Cost

B.1 Tiffin expense: The Tiffin expenses will be provided by the TPs to the individual trainees at the rate of NRs.50/day (up to 65 days only) at the end of every month in presence of the CTEVT SPPO staff and as per the receipt, it will be reimbursed by the project as per the voucher (भरपाई).

B.2 Skill Test Fee: Training providers after completion of the training events will submit the record of the trainees appearing the skill test of level-1 through filling up the skill test forms and the cost of skill testing will be paid to the training provider based on the vouchers/bills as per actual basis.

Section 5: Terms of Reference

Terms of Reference (TOR) for Conducting Short Term Training Courses

1. Background

Council for Technical Education and Vocational Training (CTEVT) has been conducting as per its annual program and budget implement's short term skill training programs throughout the country. The main goal to conduct short term trainings **is to assist unemployed, out of school and willing to have self-employment Nepalese youths to benefit from continuous employment and an improved standard of living.** CTEVT SPPO works & Co-ordinates with provincial government, industry associations, training providers (TPs), and Local Stakeholders aiming to improve peoples living through access in TVET. This assignment is to produce basic level human resources as per the assessed need of the labor market. The Council SPPO offers different types of short term trainings mobilizing constituent, TECS and private training providers throughout the province. The primary target groups are the Nepali youth especially from the Disadvantaged Group.

As per the approved program and budget, the Council SPPO plans to provide short courses of Level-1 and to 3000 youth mobilizing public and private training providers in Sudurpaschim Province. This TOR is prepared for procuring the services from the private training providers to provide short term training courses of 390 hours or according to the CTEVT curriculum. In this regard, competent training providers having adequate facilities for managing training are requested to submit their proposals in the related occupation not more than five events (20 trainees/event) including two different occupation within two different districts (one terai & one hilly district) can be chosen from given list of section 5, clause 3.1. The occupational sectors include hospitality, Engineering, Agriculture and others. Training provider must have CTEVT affiliation in the proposed training. In case of the institutions running TSLC or Diploma programs they may submit proposal in trade related occupations.

2. Objectives of the Assignment

The main objective of the assignment is to deliver quality skill training for the targeted beneficiaries following the CTEVT curricula; managing their skill testing and placing them for sustainable self/employment in the trained occupations. Other objectives are to:

- Ensure that the targeted beneficiaries have participated in training for that PALIKA's and Industries are coordinated.
- Ensure the quality of training as per the developed quality indicators/criteria this includes quality delivery by the instructors, coaching by the supervisors/mentors in the industries;
- Confirm that trainees receive adequate practical experiences as per the curricula and agreed criteria;
- Confirm that theory and practical sessions are well balanced during the classroom based instruction following the defined criteria by CTEVT (20% theory and 80% practical);
- Ensure the maximum participation (pass rate is minimum target 90%) of trainees in the skill testing;
- Ensure that graduates are facilitated to be self-employed, linked with financial institutions and other employment related programs of local/provincial/federal government.

3. Scope of Work

In line with the above stated objectives, the TPs will be responsible to provide skills training in close coordination with local government, concerned association/local chambers and with CTEVT SPPO.

The TPs will also facilitate and assist training graduates for getting into the employment in the related occupations. Followings are the scope of work:

3.1 Occupations:

Based on the Training Need Assessment (TNA) conducted by Council SPPO and through the workshops, interviews and consultation with provincial government, stakeholders following occupations were selected as most needed and marketable. The table below shows the occupation wise allotted number of trainees under this assignment.

S.N.	Trade	Occupation	Nos. of Trainees
1	Engineering		
		Plumber (Level-1)	2 (40)
		Mobile phone repairer (L-1)	2(40)
		Gypsum Installar (Fall Ceeling) L-1	2(40)
		Construction Worker L1- 390hr.	2(40)
		Tile & marble fixer L-1 390 hrs.	3 (60)
		Bituminous Surface Road Worker L-1 390	3 (60)
		Scaffolder Level-1	2 (40)
		General carpenter L-1	2 (40)
		Electrical Appliances Repairer L-1	2(40)
		Junior Auto Mechanics L-1 -390	2(40)
		Ast. Aluminium Fabricator L-1 180 hrs.	4(80)
		Mason (Ratrap Bond)	1(20)
		Total	27 (540)
2	Agriculture	River Bed Farming Technical Assistant -390 hrs L-1	2(40)
		Gardener/ Flower Decorator	1(20)
		Herbal Farm Worker L-1	1(20)
		Total	4(80)
3	Tourism & Hospitality	General Cook (Commis-III)L-1 390 hrs	2(40)
		Home stay operator (L-1 390 hrs.)	1(20)
		Chinese/Fast foods Cuisine cook (L-1 390 hrs.)	3 (60)
		Baker (L-1 390 hrs.)	1(20)
		House keeping /Cleaner (L-1 390 hrs.)	2(40)
		Asst. Waiter/ waitress (L-1 390 hrs.)	2(40)
4	Others	Total	11 (220)
		Receptionist/Cum Cashier-(Business Planner) L-1, 390 hrs.	1(20)
		Junior Bamboo Artisan L-1 390 hrs.	1(20)
		Asst. Barber L-1 390 hrs.	1(20)
		Total	3 (60)
		Grand Total (3+11+4+27= 45)	45 (900)

3.2 Geographical coverage: The training services under this assignment will be delivered in the nine districts of Sudurpaschim Province as per datasheet. If any of proposed occupation became difficult to conduct at allocated regions due to technical or other reason, the Training venue (district) can be

changed before MOU through negotiation & approval of Council SPPO but the occupation will NOT be changed.

3.3 Selection of participants: The TPs will follow the “Training Implementation Guidelines” (कार्यविधि-२०७७) for participants’ selection. The guideline can be collected from the CTEVT SPP Office.

3.4 Duration of the assignment: Duration of this assignment will be of 3.5 months after signing the contract. TP will submit detailed work plan along with human resource plan with proposed/identified venue in RFP.

3.5 Quality of instructions: The TPs are required to manage well-qualified and experienced instructor/s to conduct classroom instruction & workshop/Agricultural field/practical labs, which includes skill demonstration, illustrated talk, guided practice, independent practice. They also required managing modern training facilities as far as practicable. Coordination and collaboration with industries for practical exposure during the training will be encouraged.

3.6 Career counselling and business skills session: The TPs will facilitate the training sessions on career counselling and conduct business skills sessions to assist the trainees starting their own production and business utilizing the learned skills.

3.7 Assessment of trainees’ performance and record keeping: The TPs are responsible for keeping the records of all training related activities including daily/weekly performance evaluation of the trainees.

3.8 Facilitation for Skills testing: The TPs are responsible to facilitate skill testing of all the trainees ensuring at least 90% trainees succeed in the skill test administered by the NSTB.

3.9 Job placement: The TPs are responsible to assist the graduates through adequate post training supports ensuring at least 80% employment in the related occupations.

4. Required competency of the bidder

The training providers are required to have following minimum physical facilities and human resources to carry out the services.

4.1 Physical facilities requirements: The training provider must have its own adequate physical facilities, which includes well-equipped classrooms, practical lab, and adequate tools, equipment and training materials. The facilities and materials will be as per the curriculum, which is subject to verification during the selection process.

4.2 Team composition and their qualifications: There must be 20:2 Instructors to conduct classroom-based trainings in the training venue as well as including one training coordinator for training coordination. Followings are the core competencies of the team.

4.2.1 Title/number: Training co-ordinator

Qualifications and experiences: Minimum qualification diploma in related field, Bachelor’s degree preferable. Preferably, 3 years work experience in coordination, developing training plan, training implementation, training monitoring and evaluation, training data analysis etc. Experiences of industrial sector of Nepal will be preferable.

Total time input: Full time (1 person with a training provider)

Responsibilities:

- Overall management of the training program and training team, coordination with CTEVT SPPO, local government, concerned industries, financial institutions and other related stakeholders;
- prepare training implementation plan and make sure the effective implementation
- Conduct regular visit to training sites during the training period;

- Submit training reports and other documents as per agreement;
- Develop strategy, approach and methodology ensure effective monitoring of the training program
- Collaborate with strategic partners to facilitate job placement for the training graduates
- Coordinate and plan of Skill Testing
- Maintain records of necessary training related documents that includes the roster of the potential employers too
- Supervise, monitoring and evaluating the training program
- Ensure the quality and time schedule of the training.
- Develop success story, lesson learned and implement corrective measures etc.
- Coordinate with CTEVT SPPO for all training related activities.

4.2.2. Title/number: Instructors

Qualifications and experiences for Level-1: Minimum qualification of instructor is Pre-diploma or Skill Test Level-2 passed or equivalent in related occupation. Minimum 3 years of work experience in training or in related work and received TOT or instructional skills training from the recognised institute.

Total time input: 3 months (2 instructors per group (20 trainees))

Responsibilities:

- Develop daily lesson plan, deliver training sessions according to the set guidelines and criteria;
- Conduct theory and practical classes according to the curricula;
- Use learner centred teaching methodologies for effective training delivery;
- Assess continuously the performance of the trainee's and maintain the records;
- Assist training coordinator in Planning and managing training program;
- Arrange site visit, study visit etc.;
- Supervise trainee's performance and provide necessary feedback for their improvement;
- Orient trainees for NSTB skill test procedure;
- Manage/Maintain, trainers' log book, trainee's attendance, and other training related documents;
- Arrange/manage extra coaching for weak trainees (if necessary).

Section 5: Eligibility Criteria for Bidder

The training provider must submit the notarized copy of the documents below in RFP

S. N.	Documents	Compliance
1	<i>Copy of renewed (Adhyawadhik) firm, organization or company registration certificate duly certified from notary public.</i>	Yes/ No
2	<i>Copy of VAT/PAN registration certificate duly certified from notary public.</i>	Yes/No
3	<i>Copy of tax clearance and audit report for the last two fiscal years duly certified from notary public.</i>	Yes/ No
4	<i>Copy of Renewed CTEVT affiliation certificate to conduct training on proposed occupations. (Notarized copy)</i>	Yes/ No

5. Reporting Requirements and Time Schedule for Deliverables

- Inception Report within 15 days after signing the contract.
- Training commencement Report: Within 15 days of training start (Event wise)
- Mid-Term Training Report: After 50 days of the training start (Event wise).
- Training Completion Report: within 1 week of the completion of the training up to skill testing (event wise)

- e. Project Completion Report: within 1 week after completion of assignment.

6. Criteria for Technical Proposal Assessment

Evaluation of technical/financial proposal/s will be based on the following criteria. The proposal/s shall be evaluated under Five categories with scores as shown in the table below making a total score of 100 points. The minimum score for proposal/s to be accepted is 60. The proposal/s, which meets minimum acceptable score, will be ranked based on scores obtained. Then contract negotiation will be started with the top ranked training providers. If negotiation is failed or proposed numbers of trainees are not covered, then second ranked service providers will be called for negotiation and so on.

S.N.	Criteria
1	Organizational Description and Conformity with Technical proposal
2	Methodological description including Coordination and Communication, and Creativity of Document with Innovative Ideas
3	Implementation Plan for Quality training
	<i>Proposed infrastructure facilities (subject to field verification)</i>
	<i>Tools, equipment and Training Materials (subject to field verification)</i>
4	Quality of Technical Staff (CV and Certificates)
	<i>Training Coordinator</i>
	<i>Trainer</i>
5	Specific Technical and Geographical Experience of the TP

